

## Self-assessment Worksheet

### Section 1 — How strong is your foundation?

Check either the yes or no column for each of the following questions.

	Yes	No
1. Have you read and do you understand the statutory and regulatory criteria as explained in Chapter 1?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you read and do you understand the FEMA policies as explained in Chapter 1?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you understand your community's obligation to provide a 25-percent local match?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you meet your local match obligation?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you understand the difference between fee simple acquisition and acquisition of a conservation easement?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you understand the restrictions you must attach to the deed to any property you acquire?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you evaluated your mitigation options?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is property acquisition a viable mitigation option for your community?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you understand your State's priorities and procedures for applying for property acquisition funds?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a project team in place?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your project team have a strong leader?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you outlined your project strategy?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you prioritized your target properties?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are your priorities consistent with your State's priorities?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you conducted a town meeting to brief property owners?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do the property owners support a property acquisition project?	<input type="checkbox"/>	<input type="checkbox"/>



Move ahead to Section 2 of this self-assessment only if you can answer “yes” to all of the above questions. If you answer “no” to any question, property acquisition might not be appropriate for your community. Wherever possible, go back and review portions of the handbook, or redo activities until you either can answer “yes” or decide not to buy.

**Section 2 — How ready are you?**

For each of the following, score yourself on a scale of 1 to 5 by checking the appropriate column for each of the statements below. Use the following as your rating scale:

- 1 We can't get ready because we lack resources and/or supporting documentation, and we don't know where to find them.
- 2 We're not at all ready because we lack resources and/or supporting documentation, but we might be able to find them.
- 3 We're off to a good start, but we need to do some more research or gather additional resources and/or supporting documentation, and we know where to find them.
- 4 We're almost ready; we just need to tie up some loose ends.
- 5 We're ready!

	1	2	3	4	5
1. We can document our community's population, size, and elevation.	<input type="checkbox"/>				
2. We can describe our community in terms of its industry and economic centers, infrastructure, services, and topography to include identifying significant bodies of water and watersheds.	<input type="checkbox"/>				
3. We have researched and documented our community's disaster history dating back at least 25 years.	<input type="checkbox"/>				
4. Our disaster history records each type of disaster event and the year it occurred.	<input type="checkbox"/>				
5. Our disaster history records the monetary damages of each event.	<input type="checkbox"/>				
6. Our disaster history records the cause and duration of each event.	<input type="checkbox"/>				
7. Our disaster history uses measurable terms to describe the severity of each event.	<input type="checkbox"/>				
8. Our disaster history <i>specifically</i> documents the effect of each event on life and property.	<input type="checkbox"/>				
9. Our disaster history <i>specifically</i> documents the rescue and recovery efforts precipitated by each event.	<input type="checkbox"/>				
10. We have identified the disaster history of all properties damaged by this most recent event.	<input type="checkbox"/>				
11. We can identify all the areas that have been affected by this most recent disaster.	<input type="checkbox"/>				
12. For each affected area, we can identify whether or not it is within the 100-year floodplain.	<input type="checkbox"/>				
13. We can identify the primary use of each affected area.	<input type="checkbox"/>				
14. We can identify the structures within each affected area.	<input type="checkbox"/>				
15. We can identify the structures within each affected area that are insured under the NFIP.	<input type="checkbox"/>				

## Form I-3, Self-assessment Worksheet

	1	2	3	4	5
16. We can identify the structures within each affected area that are damaged.	<input type="checkbox"/>				
17. We can identify the structures within each affected area that are substantially damaged.	<input type="checkbox"/>				
18. We can document the population of each affected area.	<input type="checkbox"/>				
19. We can document the damages within each affected area.	<input type="checkbox"/>				
20. We can document the effects those damages have on our overall community, especially in terms of our economy, infrastructure, and services.	<input type="checkbox"/>				
21. We can estimate the monetary damages of each affected area.	<input type="checkbox"/>				
22. We can identify potential risks to our community from future disasters.	<input type="checkbox"/>				
23. We can identify the possible effects of future disasters on our citizens' lives.	<input type="checkbox"/>				
24. We can identify the possible effects of future disasters on property within our community.	<input type="checkbox"/>				
25. We can identify the possible effects of future disasters on our community in terms of our economy, infrastructure, and services.	<input type="checkbox"/>				
26. We can use our disaster history and future risks to prove that our community has a repetitive, disaster-related problem.	<input type="checkbox"/>				
27. We can identify at-risk areas within our community.	<input type="checkbox"/>				
28. We can identify at least three viable mitigation alternatives, one of which is property acquisition.	<input type="checkbox"/>				
29. For each alternative, we can describe how it solves our repetitive problem.	<input type="checkbox"/>				
30. For each alternative, we can show how effective it is at solving our problem.	<input type="checkbox"/>				
31. For each alternative, we can compare and contrast its implementation and maintenance costs with its reduction in future damages.	<input type="checkbox"/>				
32. For each alternative, we can identify its advantages and disadvantages.	<input type="checkbox"/>				
33. We have some idea how we can use and maintain any property we acquire as open space.	<input type="checkbox"/>				
34. We have established our priorities for acquiring properties.	<input type="checkbox"/>				
35. Our priorities are consistent with our State's priorities.	<input type="checkbox"/>				
36. Our priorities are based on measurable and documented criteria.	<input type="checkbox"/>				
37. We have the human and financial resources we need to develop a successful property acquisition application.	<input type="checkbox"/>				
38. We have the human and financial resources we need to successfully implement a property acquisition project.	<input type="checkbox"/>				

## Form I-3, Self-assessment Worksheet

	1	2	3	4	5
39. Most of the data we need is readily available to us.	<input type="checkbox"/>				
40. We can gather the data we need that is not readily available to us.	<input type="checkbox"/>				
41. We can provide a local match of 25 percent.	<input type="checkbox"/>				
42. We have the human and financial resources we need to forever maintain acquired property as open space.	<input type="checkbox"/>				
43. We can compensate for the effect of property acquisition on our property values.	<input type="checkbox"/>				
44. We can compensate for the effect of property acquisition on our tax base.	<input type="checkbox"/>				
45. We can continue or improve services if we implement a property acquisition project.	<input type="checkbox"/>				
46. We can maintain or improve our infrastructure if we implement a property acquisition project.	<input type="checkbox"/>				
47. The political or socioeconomic implications of a property acquisition project are negligible.	<input type="checkbox"/>				

### Score yourself ...

How many 1s did you check? \_\_\_\_\_ Multiply by 1. What did you get? \_\_\_\_\_

How many 2s did you check? \_\_\_\_\_ Multiply by 2. What did you get? \_\_\_\_\_

How many 3s did you check? \_\_\_\_\_ Multiply by 3. What did you get? \_\_\_\_\_

How many 4s did you check? \_\_\_\_\_ Multiply by 4. What did you get? \_\_\_\_\_

How many 5s did you check? \_\_\_\_\_ Multiply by 5. What did you get? \_\_\_\_\_

What is your total score? \_\_\_\_\_

- If you scored a perfect 235, you are definitely ready!
- If you scored between 188 and 234, you are very close to being ready; you just need to do a little more work.
- If you scored between 141 and 187, you are almost ready, but you have some more work to do.
- If you scored between 94 and 138, you are not ready, but if you work hard you might be able to get ready.
- If you scored between 47 and 93, you are not ready, and might not be able to get ready.
- If you scored a 46, you definitely are not ready.

**To buy or not to buy?**

- If you scored 184 or higher, your community is in a great position “to buy.”
- If you scored between 183 and 137, your community is in a good position “to buy.” However, you might have to put some extra effort into developing your application. You can do it, though!
- If you scored between 138 and 93, your community can place itself in a good position “to buy.” However, you have a significant amount of work to do.
- If you scored 92 or lower, your community probably should decide “not to buy.” If you still are interested in property acquisition, contact your SHMO. If he or she can help you find the significant amount of technical assistance you need, you might be able to proceed.